



**Maryland Police and Correctional Training Commissions**  
**6852 4th Street • Sykesville, Maryland 21784**

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***RECRUITMENT ANNOUNCEMENT***

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**Recruitment for:** Administrative Officer III (Law Enforcement Instructor)

**Pay rate:** \$18.50 per hour (equivalent to grade 15) This is a full-time *contractual* position without benefits.

**Closing date:** November 30, 2011

**Position duties:** This is an experienced-level instructor position responsible for developing and delivering the agency's Basic Train-the-Trainer program; in-service and entry-level training curricula for law enforcement professionals.

**Work location:** Sykesville, Maryland (southern Carroll County) Located on the grounds of Springfield Hospital Center.

**Minimum Qualifications:**

**Education:** A bachelor's degree from an accredited four-year college or university.

**Experience:** Three years of experience in administrative or professional work.

**Selective Qualification:** Three years of experience as a law enforcement officer.

**Specialized Experience:** Two years of experience as a trainer/instructor of law enforcement officers developing and delivering training. Applicants must be detailed in describing the nature of their law enforcement training/instructional work experience.

**Examples of Duties:** Coordinates and delivers classroom instruction; develops and updates daily instructional plans based on general course outlines and established learning objectives; test and evaluate students participating in training programs; and conducts on-going research in assigned topics to update training classes.

**Notes:** 1) Candidates may substitute additional experience in administrative staff or professional work on a year-for-year basis for the required education.

2) Candidates may substitute additional graduate level education at an accredited college or university at the rate of 30 semester credit hours for each year of the required experience.

Send a letter of interest **and** a State of MD application (MS-100 form) to the address below. MS-100s can be downloaded at [www.dbm.maryland.gov](http://www.dbm.maryland.gov) E-mailed submissions may be sent to: [employment@ptc.state.md.us](mailto:employment@ptc.state.md.us)

**Maryland Police and Correctional Training Commissions**  
**Personnel Office**  
**6852 4th Street**  
**Sykesville, MD 21784**

**Recruitment to fill this position will remain active until the closing date.** For information about the Police Entrance Level Training Program, please visit us at: <http://www.dpssc.state.md.us/aboutdpssc/pct/peltp/peltp.shtml>

**Equal Opportunity Employer**